



# ADVISEMENT CHECKLIST

Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

The following checklist highlights potential discussion items between the student listed above and the advisor.

- Provided student with copy of the Academic Advising Syllabus Date \_\_\_\_\_
- Gave student the Student Information Card Date \_\_\_\_\_
- Student returned and advisor reviewed the Student Information Card Date \_\_\_\_\_
- Demonstrated features in Campus Connection (add, drop, waitlist, etc.)
  - 1) \_\_\_\_\_ Date \_\_\_\_\_ 2) \_\_\_\_\_ Date \_\_\_\_\_
- Reviewed General Education Requirements Date \_\_\_\_\_
- Discussed the following:
  - Early Alerts - Date \_\_\_\_\_ Midterm Grades - Date \_\_\_\_\_ Final Grades - Date \_\_\_\_\_
- Discussed career goals (possible careers/majors/minors, limitations, etc.)
  - 1) \_\_\_\_\_ Date \_\_\_\_\_ 2) \_\_\_\_\_ Date \_\_\_\_\_
- Reviewed major/minor requirements for the following programs of interest:
  - 1) \_\_\_\_\_ Date \_\_\_\_\_ 2) \_\_\_\_\_ Date \_\_\_\_\_
- Discussed campus resources, such as:
 

Career Services	Date _____	Tutoring	Date _____
Counseling	Date _____	Writing Center	Date _____
Financial Aid	Date _____	Others: _____	Date _____
- Suggested student complete a Career Assessment Date \_\_\_\_\_
  - Reviewed Career Assessment Results Date \_\_\_\_\_
- Explained how to complete online Major/Minor Change Form Date \_\_\_\_\_
- Reviewed academic policies (if needed), such as:
  - Warning, Probation, Suspension Policy Date \_\_\_\_\_
  - Late Course Drop Request Date \_\_\_\_\_
  - Petition to Add Date \_\_\_\_\_
  - Others \_\_\_\_\_ Date \_\_\_\_\_